

# RESUME TIPS

## Top 5 Resume Writing Rules

In resume writing, we like to say there are no rules! You can do whatever you want with your resume. You don't need to follow a template, mimic someone else's resume, or do things "because you're supposed to." But all this freedom can be overwhelming, so let me offer a few tips that will help you produce a great resume.

1. Give readers what they need to know. Recruiters and employers want to know who you are (what job functions you're qualified to perform), where you've been (the jobs you've held, when you held them, and the names of your employers), and what you've done (your job activities and unique accomplishments). Without communicating this information clearly, your resume won't capture their attention – and that's the essential first step in securing the interview and getting the job.
2. Be distinctive. Remember, everyone applying for a given job will have (or should have) the basic skill set. So make sure your resume sets you apart by showcasing not just your job duties, but the things you've done that no one else can claim. Your unique career achievements are the heart and soul of your resume, so make them shine!

Learn how to develop "wow" achievements for your resume:

<http://jobsearch.about.com/od/resumewriting/a/resumewow.htm>

3. Be specific. Saying you increased sales "significantly" or that you "successfully" managed a difficult project doesn't really mean anything to the reader. Let them know the precise accomplishment. Try something like "Increased sales 23%" or "Delivered a difficult project 8 days ahead of schedule and 18% under budget". Now the reader can understand and appreciate how "significant" and "successful" your efforts were.
4. Be concise. Almost everyone can fit their necessary career information onto 2 pages. New grads and people with only 2 or 3 past jobs should be able to say it all on a single page. If your resume is too long, your paragraphs too wordy, your lists of bullet points too lengthy, you'll lose your reader's interest and any opportunity for an interview.
5. Save something for the interview. Employers select new hires not just on skills and knowledge but on "fit." They will want to evaluate your personal style, your character attributes, how you get things done, how you work with others, and other relevant "fit factors." You don't need to tell them all of this in your resume, so don't muddy it up with lots of adjectives and attributes. Focus on the facts.

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# RESUME RESOURCES

<http://www.howtowritearesume.net/>

- One of the top online resume builders.

<http://www.resumizer.com/>

- FREE Resume Creator Online write and print your resume in a few simple steps, many styles and options with tips to guide you. Easily update and edit your resume, no fees or memberships required.

<http://www.emurse.com/>

- Creating a quality resume is a difficult task. Emurse allows you to focus on what's most important — writing quality content and selling yourself.

<http://www.gotresumebuilder.com/>

- An on-line resume builder, that only takes minutes.

[http://www.edd.ca.gov/jobs\\_and\\_training/Experience\\_Unlimited\\_for\\_Job\\_Seekers.htm](http://www.edd.ca.gov/jobs_and_training/Experience_Unlimited_for_Job_Seekers.htm)

- This site provides locations throughout the California area that offers assistance with Resumes.

<https://boomerang.ca.gov/>

- Are you a retired State of California employee? Are you interested in working for the State on a temporary basis as a retired annuitant? If you answered 'Yes' to both of those questions, you are invited to register to be placed in a hiring pool that will be used by state departments.

<http://www.realcaliforniajobs.com/category/Corrections>

- What is Real California Jobs all about?  
We endeavor to make it easier for California Job seekers to find employment with public agencies in California by consolidating job listing in one place.